

Laramie County School District #2
Fall 2005

Title: Substitute Teacher

Qualifications: 1. Wyoming Substitute certification.

Reports to: Building Principal

Essential Functions:

1. Follows the plans left by the regular teacher as closely as Possible and provides written explanation if plans of the regular teacher are not followed.
2. Follows the procedures, rules and routines of the regular classroom teacher as described in building policy and substitute instructions left by the regular teacher.
3. Maintains a detailed accurate, and legible account of the material covered during the regular teacher's absence.
4. Provides written explanation if plans of the regular teacher not followed.
5. Confers with the office secretary upon arrival to substitute for the purpose of learning of any additional duty responsibilities.
6. Confers with department head, grade level teacher, or principal if there is a question about plans or expectations.
7. Creates a classroom environment conducive to learning and appropriate to the level being taught.
8. Strives to maintain and improve professional competence as a substitute teacher.
9. Maintains accurate, complete, legible, and correct records of substituting experience as requested by district of building substituting policy or handbook.
10. Takes necessary precautions to protect students, equipment, materials and facilities.
11. Remains in the building during the hours assigned as a substitute.
12. Acquaints himself/herself with district and individual building policies affecting substitute teaching.
13. Maintains maximum supervision of assigned students.
14. Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting and choose the appropriate time, place, and supervisor to discuss school/substitute related issues.